


SES Conference Districts

Dr. Al Kusters

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1. Responsibilities of District
 2. Managing SES
 3. Timeline
 4. Parent Notifications
 5. Contracts
 6. Agreements
 7. Monitoring



1. District Responsibilities

- Notify parents
- Help parents choose provider
- Determine eligible students
- Contract with provider
- Develop Student Learning Plan
- Assist SEA in identifying potential providers
- Protect privacy of students



2. Managing SES

- Someone in charge
 - Contacting providers
 - Initial contact
 - Contracts/agreements
 - Contacting parents
 - Writing the Student Learning Plans
 - Documentation
 - Current list of eligible students
 - Work with district as to who knows these kids
 - Work with SES monitoring agent
 - Sending final report to State
 - Work with teachers



3. Timeline/Steps

- Assign SES District/Building coordinator
- Get letters ready to send
 - Send letter to DOE for validation of required information
- Get contracts started
- Contact providers
- Identify eligible students
- Services need to be started as soon as possible (By October 1)



4. Parent Notifications

- Letters
 - Email draft of letter to State before can send to parents
 - Must send a letter
 - Also send letter to state
- More than just a letter
 - Provider Fair
 - Parent meeting
 - Open house
 - Parent Information & Resource Center (formerly Parent Resource Network)
 - Call parents



4. Letters

- Identify each viable provider
- Describe the services
- Describe procedure and timeline for selecting a provider
- In an understandable format (language they can understand)
 - Call it “Free Tutoring”



5. Contracts

- Initial Contract
 - Can be completed NOW prior to identifying students
 - In toolkit
- Provider Agreement
 - Specific to student (Student’s Learning Plan)



6. Agreements

- Specific achievement goals
- How progress will be measured
- Timetable for improvement
- Provision for termination
- Provision for governing payment
- Provision to protect identity of student
- Assurance with applicable health/safety/civil laws
- Admin provisions (G-4)



7. Monitoring

- District is responsible for helping DOE monitor providers
 - Email the SES agent
 - Email State staff
- DOE support
 - Provide assistance in process
 - Toolkit
 - Getting program up and running
 - May receive onsite visit in the fall as well as in spring
 - May receive emails requesting information
- US Ed expectations



8. Making SES Work

- Coordinate transportation with other after school activities (such as sports activity bus?)
- Access to facility if possible
- Access to staff as possible tutors
- Coordinate with other after school programs
- Someone to manage (in charge of) program



Resources

- Tutors for Kids
www.tutorsforkids.org
- SD SES Homepage
<http://doe.sd.gov/oess/title/1Abasic/SES.asp>
- Center on Innovation & Improvement
www.centerii.org



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